



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
1322 PATTERSON AVENUE SE, SUITE 3000
WASHINGTON NAVY YARD DC 20374-5086

IN REPLY REFER TO:
JAGINST 1440.1F
Code 004 – CMC
2 OCT 2020

JAG INSTRUCTION 1440.1F

From: Judge Advocate General

Subj: LEGALMAN RATING CONVERSION PROCEDURES

Ref: (a) JAGINST 1500.2
(b) OPNAVINST 1740.4E
(c) BUPERSINST 1430.16G
(d) MILPERSMAN 1440-040
(e) MILPERSMAN 1440-011
(f) BUPERSINST 1001.39F

Encl: (1) Report of Legalman Conversion Screening Board
(2) Legalman Conversion Appraisal Form
(3) Legalman Paralegal Education Program Statement of Understanding
(4) Personal Statement Guidelines
(5) Navy Reserve Conversion Requirements

1. Purpose. To implement policy, eligibility requirements, and application procedures for Sailors interested in converting to the Legalman (LN) rating.

2. Cancellation. JAGINST 1440.1E

3. Applicability. This instruction applies to any enlisted Sailor who desires to convert to the LN rating. This instruction is a complete revision and should be read in its entirety.

4. Background

a. The Judge Advocate General's Corps (JAGC) selects, develops, and retains a diverse force of mature, intelligent, and challenge-seeking Sailors to become Navy LNs. LNs possess knowledge and expertise in military and civilian law, which qualifies them to perform paralegal duties under the supervision of an attorney. LNs work in a variety of assignments, including Defense Service Offices (DSOs), Region Legal Service Offices (RLSOs), Staff Judge Advocate Offices (SJAs), and operational commands afloat and ashore. Experienced LNs may be detailed to independent duty assignments at a variety of sea and shore commands.

b. The knowledge, skills and abilities required of an LN include: writing legal documents; conducting in-depth legal research; reading and comprehending law, regulations, and policies; and applying applicable law, regulation, and policy to case-specific scenarios in order to provide

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legal services in the areas of military justice, legal assistance, civil law and administrative law. LNs must also possess strong organizational and customer service skills; be able to prioritize and execute multiple tasks and demands, collaborate with team members, and communicate with multiple levels of the chain of command and outside entities. Areas of practice may include drafting and reviewing documents for attorney signature; preparing records and hearing transcripts for investigations, courts-martial, and courts of inquiry; and coordinating non-judicial punishment, administrative separation boards, and courts-martial cases.

c. Per reference (a), all LNs are required to complete the Legalman Paralegal Education Program (LPEP), which is an essential element to the professional development, training, and education of LNs. The LN rating has a validated requirement for a government-funded Associate's Degree in Paralegal Studies, or the equivalent, from an academic institution approved by the American Bar Association. After successful completion of initial LN Accession training, newly converted LNs will remain at Naval Justice School (NJS) to complete 15 semester hours of college coursework. Any additional coursework required to complete the degree beyond the initial in-resident semester will be completed via distance learning utilizing an individual education plan determined by the NJS.

5. LN Rating Eligibility. References (a) through (f) apply. Applicants must meet the following requirements:

a. Be an enlisted member of the Navy with less than 10 years of active service upon official approval of LN conversion. Navy Reserve applicants should consult reference (f) for additional guidance.

b. Serving in paygrade E-3, E-4 or E-5 (E-3 personnel must be eligible for advancement to E-4 by the time they graduate from LN accession school). Conversion opportunities for E-6 candidates will be accepted on a case-by-case basis.

c. LN conversion candidates must have documented sustained superior performance. Evaluations shall be reviewed for evidence that the candidate is capable of increased responsibility, consistently performs above average, is a team player, and demonstrates initiative.

d. No record of non-judicial punishment, courts-martial, or civilian convictions within 36 months of the date of application.

e. No record of alcohol or drug abuse within 36 months of the date of application.

f. Applicants will be required to obligate additional service for 36 months prior to executing orders to NJS. This OBLISERV will commence upon graduation from LN accession school. Applicants will also be advised, using enclosure (3), that an additional 36 months of OBLISERV must be incurred upon completion of the required LPEP. If degree completion and graduation from NJS coincide, the OBLISERV requirements will run concurrently.

g. Applicants who have received a Selective Reenlistment Bonus (SRB) or other retention incentive prior to their current enlistment/reenlistment will not normally be considered for

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conversion until they complete the period of OBLISERV associated with that SRB or retention incentive. Waiver requests must be submitted to the enlisted community manager of the Sailor's current rating.

h. Type at a speed of 35 words per minute. To assess accuracy and proficiency, applicants will be administered three consecutive five-minute typing tests as part of the screening process conducted by JAGC personnel.

i. Complete the following administrative training (course is available on My Navy Portal): NRTC-NAVEDTRA-1500.9B-YN-1.0 (Yeoman Basic).

j. Must be within physical readiness standards, either having passed, or been properly waived from, the last three years of physical fitness assessments (PFAs). Sailors with any PFA failure in the three-year period preceding application will not be considered for conversion.

(1) Applicants must pass a body composition assessment (BCA) during the conversion screening process. The BCA will be administered by a qualified fitness leader under the supervision of appropriate JAGC personnel.

(2) Students must maintain physical readiness standards in order to graduate from NJS.

k. LN conversion applicants are advised that LN Accession is a Permanent Change of Station move vice Temporary Duty Under Instruction. Screening from the command financial specialist (CFS) shall also address the costs associated with living in Newport, Rhode Island. Members who choose not to bring their families with them may request, but are not entitled to, government-provided quarters.

l. Be eligible for a Secret security clearance.

m. Have a minimum ASVAB score of $VE + MK = 105$ or a combined $VE + MK + CS = 157$. Minimum VE of 52 (PAY 97) or 54 (PAY 80) required.

n. Applicants must prepare a typed personal statement following the guidelines set forth in enclosure (4) in 60 minutes. The letter shall not exceed one page in length and will be assessed for writing ability and comprehension of basic English skills such as proper grammar, spelling, punctuation, and proper formatting using the Department of the Navy (DON) Correspondence Manual. The senior LN conducting the screening will direct completion of the letter on the day of the board. The board will review the typed statement and discuss with the applicant his/her writing ability and use of the correspondence manual as it pertains to performing the duties of a paralegal and assess if additional training is needed to further develop the applicant's skills at drafting basic naval correspondence.

o. LNs serve in every Navy community, both afloat and ashore, overseas and stateside. Accordingly, LN conversion candidates must be worldwide assignable. Additionally, if applicable per reference (b), a current Family Care Plan must be maintained by the service member.

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p. Per reference (c), personnel accepted for conversion may still participate in the Navy-wide advancement examination (NWAE) until assigned to the NJS. Eligibility to take the NWAE resumes upon completion of LN accession school.

q. Applicants must successfully complete accession training and education at NJS. Those who fail to graduate will be made available for immediate reassignment based on the needs of the Navy.

r. Must not have either a speech or uncorrectable hearing impairment. LNs may be required to perform duties of the reporter during courts-martial or other hearings, followed by preparation of a record of trial or other such written transcripts. Such duties involve a high level of detail and requires LNs to use keen listening comprehension and interpretive skills. LNs with speech or hearing impediments may not be able to properly perform the duties of a reporter.

6. LN Conversion Screening Board

a. Applicants must be interviewed by a conversion screening board composed of at least three senior LNs (E-7, E-8 or E-9). The board may also include experienced judge advocates (second tour O-3 and above). Boards and subsequent submission of the final conversion package to Office of the Judge Advocate General (OJAG) (Code 004) will be coordinated and managed by the senior LN in each region or geographic location. Live interviews should be conducted whenever possible. In the event a live interview is not possible based on operations or remote assignments, video teleconferencing, Defense Conferencing System, or any other video system may be used. If a video interview is not possible, seek specific guidance from OJAG (Code 004).

b. During the interview, every effort must be made to assess a candidate's potential for growth and success in the JAGC and LN rating. Standardized questions addressing teamwork, leadership potential, issue ownership, and adaptability will be used during the interview and will assist the board in assessing the candidate's maturity and ability to problem solve, think critically, and make ethical decisions. The board questions will only be provided to the senior LNs coordinating the interviews.

c. At the conclusion of each screening interview, the board shall determine their recommendation for conversion approval or disapproval by a majority vote, personally notify the candidate of the recommendation, and provide their comments and signature on enclosure (1), the screening board report.

d. As part of the interview process, each board member shall complete enclosure (2), the LN Conversion Appraisal Form. This form will be used to document the assessment of an applicant's qualifications and will not be provided to the candidate. It should contain specific comments or recommendations, as appropriate.

e. LN conversion applicants shall be fully qualified, with all required documents (except for the NAVPERS 1306/7) ready for review and submission before the interview board will be held. At the conclusion of the board, the senior LN or designee will notify the applicant's command

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(Command Career Counselor or Leading Chief Petty Officer) of the board's recommendation in order to facilitate routing and submission of the Enlisted Personnel Action Request (NAVPERS 1306/7), as appropriate.

7. Application and Designation Procedures

a. Applicants must submit an Enlisted Personnel Action Request (NAVPERS 1306/7) addressed to Navy Personnel Command (PERS 811) via OJAG (Code 004), 1322 Patterson Avenue SE, Suite 3000, Washington Navy Yard, DC 20374. The senior LN in each region or geographic location, or their designee, will submit the completed package, including the NAVPERS 1306/7 to OJAG (Code 004) for endorsement and further forwarding to PERS 811.

b. The following documents must be included with the NAVPERS 1306/7:

- (1) Report of the LN Conversion Screening Board and appraisal forms
- (2) Copies of last three performance evaluations
- (3) Typed letter from conversion applicant
- (4) Copy of typing test results
- (5) YN Basic course grade transcript
- (6) ASVAB score documentation
- (7) Command Financial Specialist certification
- (8) Family Care Plan (if applicable)
- (9) PRIMS reports covering preceding three-year period
- (10) College transcripts (if applicable)
- (11) Signed LPEP Statement of Understanding
- (12) LN Conversion Appraisal Forms

c. Navy Personnel Command (PERS 811) will notify applicants of final approval or disapproval for LN conversion. Following approval notification, applicants should contact the LN detailer immediately.

d. Approved applicants will be designated as prospective LNs pending completion of the LN Accession course at NJS. Applicants who do not graduate will not be converted to the LN rating. They will be made available for immediate reassignment based on the needs of the Navy. Sailors selected for LN conversion may have their projected rotation dates adjusted to ensure

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compliance with sea/shore flow requirements and allow placement in an available LN accession course. Should candidates who fail to graduate from NJS wish to reapply to become an LN, they must wait at least one year from the time they are disenrolled and then begin the application process anew.

e. There is no advancement examination required to become an LN Third Class Petty Officer. Per reference (c), E-3 applicants must complete all eligibility requirements for advancement to Third Class Petty Officer. Upon successful completion of accession school, E-3 personnel will be advanced to LN3/E-4.

8. Reversion. When appropriate, LNs should be recommended for reversion per reference (d) or forced conversion per reference (e).

a. Approved LN conversion candidates must continue to meet all eligibility criteria contained in this instruction. For members who obtain military or civilian convictions due to misconduct or no longer meet one of the eligibility criteria, commands will submit a letter detailing the circumstances to OJAG (Code 004) and Navy Personnel Command (PERS 811).

b. Should any actions deemed inconsistent with the moral character and standards of the legal profession be discovered at any time after approval, the candidate will be re-screened by an LN conversion board to determine continued eligibility for conversion. If the board does not recommend the member for conversion, a new board report, with any applicable substantiating documents enclosed, shall be forwarded to Navy Personnel Command (PERS 811) via the member's commanding officer and OJAG (Code 004).

9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

10. Review and Effective Date. Per OPNAVINST 5215.17A, OJAG Command Master Chief will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer

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required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

11. Point of Contact. Questions pertaining to eligibility criteria, application procedures, or career opportunities in the LN rating should be referred to OJAG (Code 004) at 202-685-8371 (DSN prefix 325) or via https://www.jag.navy.mil/careers_ln/careers/inbrief_overview.html.


JOHN G. HANNINK

Releasability and distribution:

This notice is cleared for public release and is available electronically via the Office of the Judge Advocate General website: <http://www.jag.navy.mil>

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REPORT OF LEGALMAN CONVERSION SCREENING BOARD

From: Legalman Conversion Screening Board
To: Office of the Judge Advocate General (Code 004-OJAG SEA)
Subj: LEGALMAN RATING CONVERSION PROCEDURES

Encl: (1) Legalman Conversion Appraisal Forms
(2) Copy of last three performance evaluations
(3) Typed statement
(4) YN Basic Course grade transcript
(5) Copy of typing test results
(6) ASVAB score documentation
(7) Command Financial Specialist certification
(8) Family Care Plan (if applicable)
(9) PRIMS reports covering preceding four-year period
(10) College transcripts (if applicable)
(11) Signed LPEP Statement of Understanding
(12) Legalman Conversion Appraisal Forms

1. Candidate's rate and name:
2. Duty station:
3. Phone number and E-mail address:
4. ADSD:
5. EAOS:
6. Verify security clearance:
7. Administrative experience or legal OJT:
8. Any speech or hearing impairments noted?
9. Does the candidate possess the administrative knowledge required of a YN3?
10. Verify no NJP, courts-martial or civilian convictions in the past 36 months:
11. Verify no alcohol/drugs in the past 36 months:
12. Verify deployability or worldwide assignability:
14. Results of service record review:

Enclosure (1)

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15. Passed last three consecutive physical fitness assessments:
16. Body Composition Assessment completed during conversion screening process:
17. Board members should review the applicant's typed statement in order to assess writing and correspondence format ability.
18. Board members have reviewed enclosures (1) through (12) and by vote of ____ to ____, the applicant is recommended / not recommended for Legalman conversion.

Member 1 Signature

Print name:

Member 2 Signature

Print name:

Member 3 Signature

Print name:

19. Final Action by OJAG Senior Enlisted Advisor (SEA):

_____ Approved

_____ Disapproved

Comments:

OJAG SEA Signature

Date:

Enclosure (1)

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LEGALMAN CONVERSION APPRAISAL FORM

APPLICANT'S NAME (Last, First, MI) AND RATING:

DATE OF INTERVIEW:

PERSONAL QUALITIES OF APPLICANT

The majority of candidates should be rated as "qualified" below. Exceptional candidates or sub-standard candidates should be rated as "well qualified" or "not qualified" accordingly. Provide number of votes in each category and overall recommendation / comments below.

TEAMWORK	WELL QUALIFIED	QUALIFIED	NOT QUALIFIED
LEADERSHIP POTENTIAL	WELL QUALIFIED	QUALIFIED	NOT QUALIFIED
ETHICAL DECISION MAKING / MORALE COURAGE/INTEGRITY	WELL QUALIFIED	QUALIFIED	NOT QUALIFIED
ISSUE OWNERSHIP	WELL QUALIFIED	QUALIFIED	NOT QUALIFIED
ADAPTABILITY / FLEXIBILITY / MOBILITY/ TOUGHNESS	WELL QUALIFIED	QUALIFIED	NOT QUALIFIED
PROBLEM SOLVING / WORK INTENSITY	WELL QUALIFIED	QUALIFIED	NOT QUALIFIED
ORAL EXPRESSION	WELL QUALIFIED	QUALIFIED	NOT QUALIFIED
CORRESPONDENCE SKILLS	WELL QUALIFIED	QUALIFIED	NOT QUALIFIED
MOTIVATION FOR CONTINUED NAVAL SERVICE AND CONVERSION TO LEGALMAN RATING	WELL QUALIFIED	QUALIFIED	NOT QUALIFIED
MATURITY / PERSONALITY / CHARACTER	WELL QUALIFIED	QUALIFIED	NOT QUALIFIED
PROFESSIONAL APPEARANCE / MILITARY BEARING	WELL QUALIFIED	QUALIFIED	NOT QUALIFIED

OVERALL RECOMMENDATION / COMMENTS: Describe why candidate should be selected – use second page if necessary

TYPE OR PRINT NAME OF MEMBER:

MEMBER'S PHONE NUMBER AND E-MAIL ADDRESS:

MEMBER'S SIGNATURE:

Do not give the completed form to candidate. Please include completed form with LN conversion package being sent to OJAG.

Enclosure (2)

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LEGALMAN PARALEGAL EDUCATION PROGRAM
STATEMENT OF UNDERSTANDING AND ACKNOWLEDGEMENT OF
ADDITIONAL OBLIGATED SERVICE

1. If selected for conversion to the Legalman rate, I, _____, understand that:

a. In accordance with JAGINST 1500.2, Legalman Paralegal Education Program (LPEP), I shall complete required course work leading to an Associate's of Science Degree in Paralegal Studies from an ABA-approved academic institution. _____

b. I will be required to obligate 36 months, which shall commence upon receipt of the Associate's of Science Degree in Paralegal Studies. _____

c. I understand that some classes may need to be completed via distance learning courses in order to complete the degree requirement. _____

d. Commanding Officer, Naval Justice School, will establish my educational degree plan and authorized time period to complete my course work. _____

e. I understand that I must immediately communicate with the NJS Education Program Specialist via my area Professional Development Officer if anything occurs that might impede completion of my assigned courses. _____

f. Failure to complete LPEP may result in involuntary Administrative Separation due to Unsatisfactory Performance, per MILPERSMAN 1910-156. _____

Signature of Conversion Applicant

Signature of Senior LN in the AOR

Printed name of Conversion Applicant

Printed name of Senior LN in the AOR

Date

Date

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TYPED PERSONAL STATEMENT INSTRUCTIONS

You will have 60 minutes to type a one-page personal statement in a Standard Naval Letter format. For purposes of this statement only, each paragraph/subparagraph will contain four sentences at a minimum. Your personal statement will have the following structure:

1. From, To, and Subject line
2. Paragraph one. Talk about your upbringing prior to joining the U.S. Navy, and why you decided to enlist.
3. Paragraph two. Talk about why you decided to convert to the Legalman rating.
4. Subparagraph a. Talk about what you bring to the Legalman Community, and why your conversion should be approved.
5. Subparagraph b. Talk about your short and long-term goals.
6. Paragraph three. State the name of the Legalman who assisted you the most during your LN conversion process as your point of contact for this matter.
7. Type your signature line and sign the statement.

APPLICABILITY OF REQUIREMENTS FOR RESERVE LEGALMAN CONVERSION CANDIDATES

For conversions as a Navy Reserve Legalman, the following changes to JAGINST 1440.F are noted below:

Section 4.c. Not applicable.

Section 5.a. Is replaced in its entirety with the following: "5.a. Be an enlisted member of the Navy with fewer than 12 years of active service."

Section 5.b. Is replaced in its entirety with the following: "5.b. Serving in paygrade E-4 or E-5."

Section 5.f. Not applicable.

Section 5.i. Not applicable.

Section 7.a. Is replaced in its entirety with the following: "7.a. If the conversion screening board determines that the applicant should be approved for conversion, the applicant's conversion package will be reviewed by the Reserve Law Program Command Master Chief (RLP CMC). If approved by the RLP CMC, the conversion package will be sent to the Navy Personnel Command."

Section 7.d. Not applicable.

Section 7.e. Not applicable.

